

**WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION**  
**Community Nutrition Programs**  
**Child and Adult Care Food Program**

**Sponsoring Organization Review**  
**CACFP Site**  
**(Child Care Centers)**

☐ Unannounced      ☐ Announced

1. Name of Sponsoring Organization \_\_\_\_\_ Agreement No. \_\_\_\_\_
2. Date of Review \_\_\_\_\_ **Meal Service Observed** \_\_\_\_\_  
Arrival time \_\_\_\_\_ Departure time \_\_\_\_\_
3. Facility Name \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Current license or alternate approval is available for review \_\_\_\_\_
4. Name of Site Supervisor \_\_\_\_\_
5. Name of person interviewed at site \_\_\_\_\_
6. Are the following food preparation and/or holding and serving facilities properly maintained?

	Yes	No	Comments
a. Kitchen storage and counters are clean.			
b. Refrigerator clean and maintained at a temperature of 40°F or below.			
c. Freezer clean, defrosted, and maintained at a temperature of 0°F or below.			
d. Dishwashing and sanitizing procedures followed, as required by licensing.			
e. Foods maintained at proper temps (≤40°F or ≥150°F ).			
f. Garbage and waste are covered and removed daily.			
g. Food handling procedures meet all sanitation requirements.			
h. Food is properly stored in the refrigeration/freezer units and in dry areas. All open reusable food is labeled, dated, and properly stored in reusable containers.			
i. Cleaning supplies and other toxic materials are safely stored out of the reach of children and away from food.			
j. Food is stored at least 6" off floor (8 inches if in basement).			
k. Storage areas are secure from theft.			
l. Vended Meals or meals delivered from central kitchens: foods received at proper temps (≤40°F ≥150°F).			

## 7. Menu Planning and Production Records

a. Menus are planned by \_\_\_\_\_

	Yes	No	Comments
b. Dated menus with recorded substitutions are retained on file for all meals claimed for reimbursement.			
c. Menus meet CACFP requirements for each meal type.			
d. The quantity of food prepared or ordered is based upon current participation figures.			
e. Self preparation sites: a daily record (production record) of the quantity of food prepared for each meal is correctly maintained to assure portion size requirements are met.			
f. Self preparation sites: CN labeled products are purchased or comparable information from manufacturer is obtained and used for commercially purchased combination items prior to being served on the menu.			
g. Vended meals: Vendors maintain a daily record of amount of food delivered which adequately verifies compliance with portion size requirements.			
h. Vended meals: Vendors provide copies of CN label information or comparable information from manufacturers for commercially purchased combination food items.			

## 8. Meal Service and Meal Counts

a. For the meal observed, record the foods served to children ages 1 through 12 years and the quantity prepared or delivered.

Component	Foods Used	Quantity Prepared/Delivered
Milk		
Meat/Meat Alternate		
Fruit and/or Vegetable		
Grain/Bread		
Additional Food		

b. The meal documentation corresponds to the meal observed. ☐ Yes ☐ No If "No", explain

c. Do program adults or any people other than enrolled children eat the center meals?  
☐ Yes ☐ No If yes, where is the number of meals served to program adults and/or others recorded? ☐ Production Records ☐ Daily Meal Participation Record ☐ Other (Specify): \_\_\_\_\_

d. Was the quantity of food prepared sufficient for the number of children, program adults, and any other people being served? ☐ Yes ☐ No If no, indicate why.

e. Is the physical count of all children participating in the meal service documented on the daily meal participation record either during meal service or immediately following? ☐ Yes ☐ No

f. A signed medical statement is on file for children who are not receiving the required USDA meal pattern for meals claimed due to allergies or other special dietary needs.

☐ YES ☐ NO ☐ N/A If "NO," explain.

- g. Record the foods and the quantities made available to infants (under the age of one year) today according to what is observed during this on-site review.

Component	Foods Served and Quantity Available					
	Birth through 3 months		4 through 7 months		8 through 11 months	
IFIF* or Breast Milk and/or Full Strength Juice						
IFIC** or Meat/Meat Alternate						
Fruit/Vegetable						
Crusty bread or crackers						

\* Iron fortified infant formula

\*\* Iron fortified infant cereal

- h. All required components of the infant meal pattern are provided to the infant and at least one component is supplied by the center for claimed infant meals. ☐ YES ☐ NO ☐ N/A If "NO," explain.
- i. Are Infant meal records completed for infant meals and snacks claimed for reimbursement?  
☐ YES ☐ NO ☐ N/A If "NO," explain.
- j. A signed medical statement is on file for infants who are not receiving the required USDA infant meal pattern for meals claimed (e.g., are receiving cow's milk instead of formula or table food in lieu of iron fortified infant cereal at breakfast). ☐ YES ☐ NO ☐ N/A If "NO," explain.
- k. The Infant Meal Notification form was sent to the households of all enrolled infants and is kept on file.  
☐ YES ☐ NO ☐ N/A If "NO," explain.
- l. List the type of iron fortified infant formula the center provides: \_\_\_\_\_

- m. Total number of reimbursable meals served to eligible infants and children today: \_\_\_\_\_

- n. List the meal counts for the same meal type observed or, if no meal is observed, closest meal to the time on the day of the review for each of the 5 preceding serving days.

- o. Do the meal counts for the prior five days appear reasonable when compared to today's meal count? ☐ Yes ☐ No, if no, obtain and record an explanation.

- p. Do the meal counts for today and the prior 5 days appear reasonable when compared to enrollment and attendance records for the corresponding days? ☐ Yes ☐ No,

if no, obtain and record an explanation.

Date	# of Meals Counted

9. Are the following records being properly maintained by the staff according to the agency's policies and procedures?

	Yes	No	Comments
a. Enrollment forms updated annually, include days, hours, and meals normally received while in care			
b. Daily attendance			
c. Household Size-Income Statements			
d. Household Size-Income Record updated monthly			
e. Participation counts for each meal service, recorded during or immediately after the meal			
f. Infant Meal Records for all infant meals and snacks claimed.			
g. Dated menus/production records with documented substitutes for all meals claimed.			
h. Invoices/receipts for purchases for food service			

10. Are the following Civil Rights requirements met?

	Yes	No	Comments
a. ". . .And Justice For All" Poster is on display			
b. Parental Notification flier was distributed to households of all enrolled children and is given to all newly enrolled households (child care centers only).			

11. Is WIC information made available to parents?

☐ YES      ☐ NO      ☐ N/A      If "NO," explain.

12. Did key site staff receive sponsor training on CACFP requirements within the last year?

☐ Yes      Give date \_\_\_\_\_      ☐ No      If no, when will the sponsor provide training?

13. Was effective action achieved for all problem(s) noted during the last review?

☐ Yes      Give date \_\_\_\_\_      ☐ No      If no, when will corrective action be completed?

14. Corrective action required:

<b>Problems Found During Review</b>
<b>Corrective Action Plan To Be Followed</b>
<b>Corrective Action To Be Completed By (DATE):</b>
<b>Date and method of follow-up completed to verify that corrective action was implemented:</b>

Signature of Sponsoring Organization Representative	Date
Signature of Facility Representative	Date